

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

GAMING REPRESENTATIVE 1

DEFINITION

In a training capacity, observes and monitors the operations and procedures of excursion gambling boats, racetrack enclosures or pari-mutuel facilities to assure compliance with the Code of Iowa and Iowa Administrative Rules and the licensee's internal controls and game rules; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Learns to interpret and enforce the Code of Iowa and Iowa Administrative Rules for excursion gambling boats, racetrack enclosures or pari-mutuel racing; makes recommendations on matters not specifically covered by the rules or code.

Reviews a random selection of weekly gaming reports of the operator to verify that the calculations and verification procedures were performed correctly and that gambling revenue is properly reported; notifies the operator of any inconsistencies discovered; resolves differences; prepares an audit report of the findings.

Learns to interview applicants for licensing if the initial application contains information that may be disqualifying; clarifies the information and makes a decision on the ability of the applicant to be licensed.

Advises the licensees, law enforcement officers and patrons on the proper conduct of pari-mutuel racing or casino gaming; resolves regulatory disputes; advises the licensee of potential compliance problems with proposed changes in internal controls, rules of the games or proposed new games; approves internal controls and rules of the games.

Participates as a alternate member of the Gaming Board to review alleged violations of Iowa Code, administrative rules, internal controls, and game rules of the operator detailed in Incident Reports submitted by law enforcement officers or Racing and Gaming employees; participates in issuing rulings after hearing testimony and may recommend fines and suspensions within set limits if warranted; may make recommendations to the Racing and Gaming Commission for further action if believed to be necessary.

May observe the running of live races and replays on videotape to determine if all gates opened simultaneously and the lure operated properly; calls order of finish using photos as necessary; may disqualify and change the order of finish if a foul was committed; declares race official or no race; may order greyhounds to schooling list as required.

Reviews periodically and at random the various aspects of the excursion gambling boat, racetrack enclosure or pari-mutuel facility to assure compliance with the Iowa Code, Iowa Administrative Rules, internal controls, and game rules; advises the licensee of alleged violations and advises on needed changes; follows up to assure that the needed changes are made; maintains a daily log on all infractions that are observed or reported.

COMPETENCIES REQUIRED

Knowledge of mathematics including addition, subtraction, multiplication and division.

Knowledge of the basic principles of accounting.

Knowledge of the basic principles of interviewing.

Ability to learn the administrative rules relating to casino gambling or pari-mutuel racing of the Iowa Racing and Gaming Commission.

Ability to learn the rules of various casino games such as craps, blackjack, roulette and other dice and card games.

Ability to learn the operation of slot machines and video games of chance.

Ability to make logical and accurate decisions based on interpretations of administrative rules.

Ability to work effectively with people from all socioeconomic backgrounds.

Ability to follow the paper trail of money involved in casino games or pari-mutuel betting and operations and accurately account for the correct amount at each step.

Ability to use a calculator.

Ability to correctly interpret and apply the internal operations procedures of the licensee.

Ability to write Incident Reports and Ruling Reports on observed alleged violations.

Ability to resolve disputes between the licensees and patrons.

Ability to prepare reports of audit findings.

Ability to identify irregularities in casino or racetrack operation records.

Ability to pass a test for red-green color blindness for positions responsible for calling the official order of finish in a live horse or dog race.

Ability to use a computer to prepare documents.

Vision correctable to 20/20 for positions responsible for calling the official order of finish in a live horse or dog race.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited two year college with a degree in business, accounting, finance or government affairs;

OR

two years of full-time work experience involving the interpretation of administrative or civil laws, rules or regulations in a non-criminal work environment and applying them to various situations to assure that organizations and individuals are in compliance with the requirements;

OR

experience equal to two years of full-time work directly involving the pari-mutuel racing industry as a racing official, such as a placing judge, racing secretary, clerk of scales, steward, assistant steward, or other racing official that involved interpreting rules of racing and making judgments;

OR

an equivalent combination of experience and education substituting one year of the required experience for each (30 semester hours or one year) of the required education.

NECESSARY SPECIAL REQUIREMENTS

Employees offered employment must undergo a background check to obtain licensure by the Iowa Racing and Gaming Commission. Licensure is necessary for permanent employment.

NOTE:

Employees may work irregular hours.

Effective Date: 11/06 CP